

Formal Complaint Form

Details of Complaint/Incident

Date of Incident: _____ Time: _____

Date of Complaint: _____

Details of the person making the complaint

Name: _____

Address: _____

Phone: _____ Mobile _____

Email: _____

Description of Complaint

Principal/ Deputy Principal notified: Date: _____ Time: _____

Complaint acknowledgement sent: Date: _____ Time: _____

Method by which acknowledgment sent: Phone in person Letter Email

Is the Student still attending class: Yes No

Witness Details (If any)

Name Of Witness: _____

Address: _____

Contact Phone No: _____

